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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning Industry and Environment  |
| **Division/Branch/Unit** | Place, Design & Public Spaces / Botanic Gardens Greater Sydney |
| **Location** | Various |
| **Classification/Grade/Band** | Horticulturist Level 5/6 |
| **Kind of Employment** | Ongoing |
| **Role Number** | Multiple – Sydney Gardens, Mount Annan & Mount Tomah |
| **ANZSCO Code** | 362211 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 19 February 2021 |
| **Agency Website** | [www.dpie.nsw.gov.au](http://www.rbgsyd.nsw.gov.au/)  |

# Agency overview

# Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

# The Royal Botanic Gardens and Domain Trust is responsible for the management and stewardship of the Royal Botanic Garden Sydney, the Domain, the Australian Botanic Garden, Mount Annan and the Blue Mountains Botanic Garden, Mount Tomah. The Trust incorporates the Australian Institute of Botanical Science and is one of the country’s leading international tourism businesses.

# Staff working for the Trust are employees of the Department of Planning, Industry Environment (DPIE) , within the Botanic Gardens Greater Sydney (BGGS) agency – a group of world-leading staff from the fields of science, horticulture, public space activation, visitor experience, not-for-profit fundraising, digital engagement, tourism, planning, major project delivery, commercial investment, sustainable resource and asset management, events and recreation.

# According to a 2018 report from Deloitte Access Economics, the Trust contributes around $140 million to the NSW economy each year, supports more than 1,100 jobs and contributes more than $180 million in social and cultural contributions annually.

# Primary purpose of the role

The Horticulturist develops and maintains horticultural collections and displays including turf horticultural development, management and maintenance, landscape construction and supervises and trains staff. The horticulturist may be required to work anywhere on BGGS lands, in controlled environments, hardscape and

landscape construction and maintenance, nursery or natural areas.

# Key accountabilities

* Undertake horticultural development and curation of horticultural collections in accordance with BGGS policies and procedures and current horticultural industry practice.
* Implement work and maintenance programs to ensure effective and efficient delivery of services.
* Assist with implementing policies and procedures including complying with work health and safety, environmental, risk and quality requirements.
* Assist with supervising apprentices and contractors/sub-contractors to ensure efficient and effective performance of all required tasks.
* Liaise with staff of other Units/Sections on horticultural development, management and maintenance services and developing new collections and displays.
* Curate horticultural collections, including the maintenance of plant labels used in horticultural displays, to facilitate community awareness, positive aesthetics, education and conservation in accordance with BGGS policies.
* Assist with accurately recording, entering data and analysing plant records in systems, including Emu and GIS systems, to develop and interpret horticultural collections.

# Key challenges

* Curation of a diverse range of plants including the control of pests and diseases, weed control, plant nutrition and irrigation control
* Maintaining knowledge of an increasingly diverse range of plant collections and establishing appropriate conditions for the maintenance of horticultural collections and displays.

# Key relationships

|  |  |
| --- | --- |
| **Who** | **Why** |
| **Internal** |
| Manager/ Supervisor | * Receive direction; escalate issues on complex issues not covered by strategic or business plans and all matters requiring a higher authority and delegation.
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| Direct Reports | * Share information, coordinate work, provide support, motivate, seek and give advice, and train staff
* Communicate health and safety information
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| **External** |
| Visitors, students, suppliers | * Exchange ideas, share and receive information
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| External and Government bodies, and Contractors | * Exchange ideas, share and receive information in relation to projects undertaken within the BGGS
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# Role dimensions

## Decision making

The Horticulturist is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The role is accountable for completion of assigned tasks and accountabilities only referring complex issues and all matters requiring a higher decision-making authority to supervisor/manager for resolution.

## Reporting line

This role reports to the Senior Horticulturist or Horticultural Supervisor at the assigned site.

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

* Experience in park and garden maintenance.

# Essential requirements

* Certificate lll in either Horticulture or Parks & Gardens or equivalent qualifications with experience in the maintenance of horticultural displays, pest and disease control, weed management, plant nutrition and irrigation control and in the maintenance and use of all associated plant and equipment.
* Current driver’s licence with the ability to drive manual vehicles and willingness to undertake fieldwork for extended periods of time and have the ability to lift and carry a minimum 15 kilos.
* Ability to work outside of normal working hours and on weekends if required.

**Capabilities for the role**

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

**Focus capabilities**

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult | Intermediate |
|  | **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environmentShare information and learning across teamsAcknowledge outcomes that were achieved by effective collaborationEngage other teams and units to share information and jointly solve issues and problemsSupport others in challenging situationsUse collaboration tools, including digital technologies, to work with others | Intermediate |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | Intermediate |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Understand project goals, steps to be undertaken and expected outcomesPlan and deliver tasks in line with agreed project milestones and timeframesCheck progress against agreed milestones and timeframes, and seek help to overcome barriersParticipate in planning and provide feedback on progress and potential improvements to project processes | Foundational |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Foundational |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Foundational |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |